

Documentation and Data Control Working Integrated Product Team (DC-WIPT) Charter

Table of Contents

1	CHARTER	2
1.1	Vision Statement	2
1.2	Mission Statement	2
1.3	Goals	2
1.4	Data Requirements Working Integrated Product Team DC-WIPT Membership	3
1.5	DC-WIPT Roles and Responsibilities	4
1.6	Procedures and Guidelines	7
1.7	Administrative Requirement	7
1.8	Conflict Resolution	9

1 Charter

1.1 Vision Statement:

“Increase job performance by providing high quality learning and electronic performance aids available anytime and anywhere”.

1.2 Mission Statement

“Establish and maintain an Integrated Data Environment to support the ILE program”.

1.3 Goals:

- Reduce total ownership cost (TOC)
- Configuration controlled documents and data
- Integrated management across functions
- ILE Life-cycle product support
- Support for the ILE enterprise
- Improved data reuse
- Secure access to program data
- Enhanced configuration, change, and scope management
- Program/product history maintenance
- Streamlined knowledge capture

1.4 Document and Data Control Working Integrated Product Team (DC-WIPT) Membership:

<i>Name</i>	<i>Position</i>	<i>Organization</i>	<i>Contact Information</i>
DC-WIPT Lead			
	DC-WIPT Lead		Phone: Cell Phone: Fax: Email:
IPT Members			
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
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Table 1- Document and Data Control WIPT Membership (Level II IPT)

1.5 DC-WIPT Roles and Responsibilities:

1.5.1 DC-WIPT Lead

The Document and Data Control Team Lead (DCTL) is assigned authority, responsibility and accountability for establishing and maintaining an information system capability to support the ILE program that implements the integration of a central ILE program database where ILE associated support data products such as drawings, technical manuals, GFI, training materials, and program execution information such as plans, schedules, and procedures can readily be accessed and shared in order to satisfy the data and usage requirements of the ILE program for both the Government and Contractors, including the capability to concurrently develop, capture, update and re-use data in electronic form in a fashion that leads to data integrity, efficiency, and configuration control throughout the life cycle of the ILE. The DCTL will be the primary interface between the DC-WIPT and the PM IPT while performing as an empowered member of the PM IPT. In discharging these responsibilities, the DCTL will:

- Serve as the focal point for document and data control activities related to the ILE to include collection of finalized documentation and meeting summaries from all Level II WIPT Leads.
- Establish and chair a Document and Data Control Working Integrated Product Team (DC-WIPT).
- Call and chair DC-WIPT meetings, and provide the PM IPT and DC-WIPT member's periodic status of DC-WIPT tasking, milestones, actions taken, and actions pending.
- Ensure that, for each assigned project, document and data control requirements are properly and adequately analyzed and evaluated and a document and data control strategy is determined.
- Ensure that document and data control requirements identified are realistic for preparation of inputs to the associated Requirements Documents, Request for Proposal (RFP), ILSP, and other acquisition and management documents, as required.
- Prepare and coordinate budgetary estimates, alternatives and requirements as required for inclusion in acquisition and management documents.
- Perform liaison and effect necessary interfaces with all DC-WIPT and PM IPT members throughout all program phases.

- Ensure that the DC-WIPT members are advised of all relevant DC-WIPT meetings (including data calls), reviews, demonstrations, and discussions.
- Ensure that the impact on the ILE document and data resulting from new or revised planning and/or design is assessed and that adjustments to the document and data control requirements are implemented.
- Ensure the ILE document and data control requirements and specifications are altered only after consultation with each affected element.
- Be responsible for the evaluation of technical/cost proposals for system/equipment contracts and provide written Proposal Evaluation Reports (PER) on their capabilities, achievements, and acceptability from a document and data control viewpoint.
- Direct the DC-WIPT in acquisition planning, acquisition package preparation, DD-1423 preparation and reviews, proposal evaluations, pre- and post-award contract negotiations and conferences, test planning, and design reviews to ensure that ILE document and data control requirements are adequately and accurately defined in acquisition documents.
- Represent program document and data control requirements during contract negotiations.
- Conduct document and data control program review conferences with contractor representatives.
- Monitor the activities applied to the acquisition of document and data control materials and products.
- Ensure that appropriate members of the DC-WIPT are available to perform any inspections, audits, and Contract Data Requirements List (CDRL) deliverable reviews as specified by the contract.
- Provide the PM IPT with the schedule and duration of all required document and data control conferences and technical reviews, both contractual and otherwise, to ensure availability of necessary funding.
- Develop a total document and data control solution for the ILE that balances cost, schedule, performance, and risk.
- Develop budget estimates for assigned projects.

- Assist the PM in developing strategies and in program planning, as requested by the PM
- Establish DC-WIPT plan of action and milestones (POA&M)
- Propose tailored documentation and milestone requirements
- Review and provide early input to documents
- Coordinate DC-WIPT activities with the PM IPT members
- Resolve or elevate issues in a timely manner
- Assume responsibility to obtain principals' concurrence on issues, as well as with applicable documents or portions of documents

1.5.2 DC-WIPT Members

DC-WIPT Members shall assist the DC-WIPT Lead as directed in promptly executing the DC-WIPT responsibilities and accomplishing ILE program objectives while performing within the DC-WIPT Charter. In discharging these responsibilities, the DC-WIPT Members shall:

- *Keep the DC-WIPT Lead informed of the specifics on what is being done, when it will be accomplished, and associated cost and schedule implications.*
- *Attend meetings as required and come prepared.*
- *Commit yourself to the objectives of the IPT*
- *Represent your functional area without bias*
- *Actively seek and receive input of others*

1.6 **Procedures and Guidelines:**

1.6.1 Rules of Engagement for Meetings

The DC-WIPT shall hold weekly meetings and the DC-WIPT Leader will attend quarterly PM IPT off-sites to ensure effective communication of program status across the IPT's membership.

1.6.2 "Single Voice" Policy

Each IPT member will be afforded a voice concerning issues brought before the DC-WIPT Lead. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the DC-WIPT.

1.6.3 No “Single Point Failure” Policy

DC-WIPT members must make reasonable attempts to participate in the weekly DC-WIPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent DC-WIPT member prior to proceeding on an issue that impacts their area of authority and accountability.

1.6.4 Risk

DC-WIPT will identify documentation control risks and associated risk mitigation plans in accordance with process and procedures developed by the ILE Risk IPT.

1.7 Administrative Requirements

1.7.1 Meetings

1.7.1.1 Agenda

The DC-WIPT Lead will assign a DC-WIPT member to collect and publish agenda items for weekly meetings. Agenda input from the DC-WIPT membership is due 24 hours prior to the weekly meeting. The agenda shall be strictly adhered to. The DC-WIPT Lead shall insert a period of time into each agenda for open discussion issues.

1.7.1.2 Minutes

The DC-WIPT Lead will assign a DC-WIPT member to ensure that all issues discussed during the weekly meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week’s agenda.

1.7.1.3 Action Items

The DC-WIPT Lead shall record all meeting action items in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task office r	Due Date	Status	Remarks

Table 2- Action Item Repository

1.7.1.4 Frequency

1.7.1.4.1 Weekly Teleconference

The DC-WIPT Lead shall attend the ILE PM IPT weekly teleconference by telephone conference, video teleconference, or in person as appropriate. The current time and location is each Thursday at 1400 (2 P.M. for you non-military types) via telephone conference. The DC-WIPT Lead shall be notified by the PM of adjustments to the schedule and location of this meeting during the previous weekly meeting.

1.7.1.4.2 Quarterly “In Person” Meeting

The DC-WIPT Lead shall attend the quarterly ILE PM IPT meeting in person.

1.7.1.5 Meeting Summaries

Meeting summaries will be brief and will preclude revisiting previous agreements and wasting the time and resources of the team members. Meeting summaries will:

- *Record attendance*
- *Document any decisions or agreements reached by the DC-WIPT*
- *Document action items and suspenses*
- *DC-WIPT the agenda for the next meeting*
- *Frame issues for higher-level resolution*

1.7.1.6 Reporting

All WIPT data products will be collected for posting on the ILE Web Page IAW Acquisition Documentation & Control IPT processes and procedures.

1.7.2 DC-WIPT Communication

DC-WIPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled DC-WIPT meetings. These regularly scheduled meetings allow the DC-WIPT to discuss and act on DC-WIPT issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

1.7.3 Decision Making Criteria

The DC-WIPT decision criteria shall be in line with the DC-WIPT structure. Decisions shall be resolved at the lowest possible level with the DC-WIPT Lead having the final authority on all decisions elevated to his/her level.

1.8 **Conflict Resolution**

A key strength of IPTs is their ability to effectively resolve technical and programmatic problems in a timely way. IPT leaders, empowered by the Program Manager and functional manager(s), use their experience and judgment in guiding their multidisciplinary teams. They approach each and every problem with a keen sense of what is most important to their product and customer. However, there are many areas common across programs in this regard, the most important of which are addressed below.

1.8.1 Consensus Building

Depending on the life cycle of a program and the specific IPT structure employed, “routine” matters may differ substantially between programs. What we are addressing here are those matters where the IPT, through its make-up and overall experience level, is well suited to deal with the question(s) at hand. In these cases the IPT leaders encourage team members to bring all relevant facts to the table. Open, two-way communication ensues, throughout which the team leaders are particularly conscientious in drawing out all relevant facts and opinions. Using the ultimate criteria of what is best for the product and customer, the IPT leader guides the team towards a consensus, which all members can support. The judgment of the team leader is critical in this process in a number of ways. First, he/she ensures all team members, not just the more vocal ones, have the opportunity to participate and express their opinions. Second, the team leader takes note of whether the decision reached represents a strong consensus or a weak one. In the case of the latter, more senior members of the IPT must understand the situation, so that if factors change, earlier decisions can be revisited, if necessary. Finally, the team leader is particularly sensitive to minority opinions. The process should in no way be viewed simply as one of “majority rules.” Minority opinions are adequately explored and considered, for experience has shown us that they are sometimes the best.

1.8.2 External Conflict Resolution Support

There will be times, however infrequent, when the IPT Lead is unable to forge a consensus within the team on a particular matter. An example might be where several team members, backed by technical functional leadership, feel strongly that a technical compromise under consideration is unacceptable for reasons of long-term product integrity. These cases will be particularly challenging to the team leader and will require all his/her experience, maturity and judgment. Handled correctly, the conflict can actually be a positive reinforcement of the process and enhance the sense of “team.” Handled incorrectly, though, the conflict can become a divisive factor and damage the team’s ability to interact effectively. The key to resolving conflict is the general acceptance by all team members that their overarching objective is to do what’s best for their product and customer. With this common understanding, the issue at hand becomes more manageable, in that it is more clearly a matter of “means” rather than “motivation.” Equally important is the way IPT leaders deal with the conflict. It is rarely, if ever, appropriate for an IPT leader to make a unilateral decision in the absence of a team consensus. Conflicts, which cannot be resolved through normal IPT to IPT communications, will be presented to the Program Management IPT for resolution.